



## Deputy Court Clerk I/II

Jefferson County Clerk of Courts is seeking individuals with exceptional organizational and customer service skills to clerk for in-court proceedings and maintain court records. The full time position requires effective communication and high attention to detail.

**Minimum Requirements:**

Court Clerk I: High school diploma with previous computer experience and 1-2 years general office experience with an emphasis on customer service. Starting pay: \$13.33/hr.

Court Clerk II: High school diploma with 2 years vocational training with an emphasis on legal procedures and computer use and 3-4 years general office experience or equivalent. Starting pay: \$15.06/hr.

Both positions must be able to perform all duties within strict deadlines and under pressure from the court system, requiring speed, sustained attention and a high degree of accuracy. Previous legal experience beneficial. Jefferson County Clerk of Courts conducts pre-employment background checks.

Application deadline is noon November 25, 2014. Visit [www.jeffersoncountywi.gov](http://www.jeffersoncountywi.gov) or Human Resources for details and application. Submit application online or send to: Jefferson County Human Resources, 311 S. Center Ave., Jefferson, WI 53549.

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